



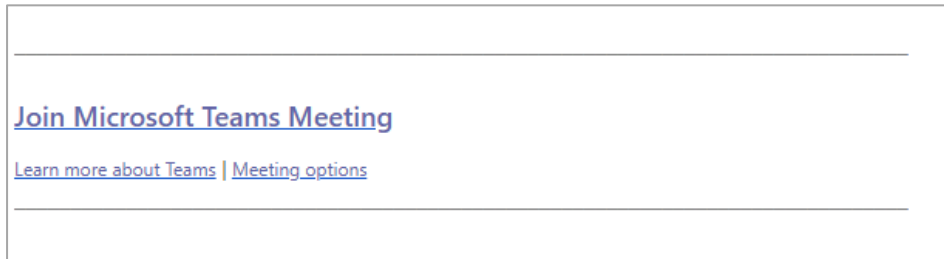
Palliative Care
South East Ltd.

Client Instructions on Joining a Microsoft Teams Meeting

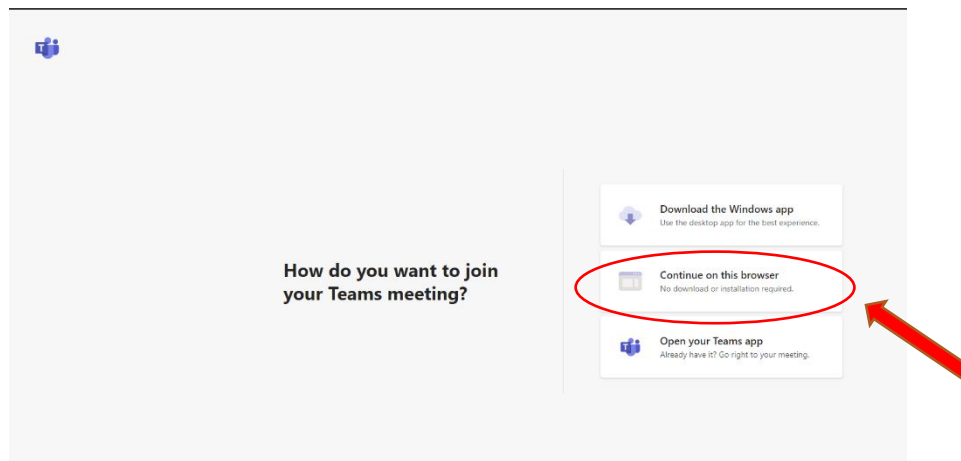


Instructions on joining a Microsoft Teams meeting with a Laptop/Computer

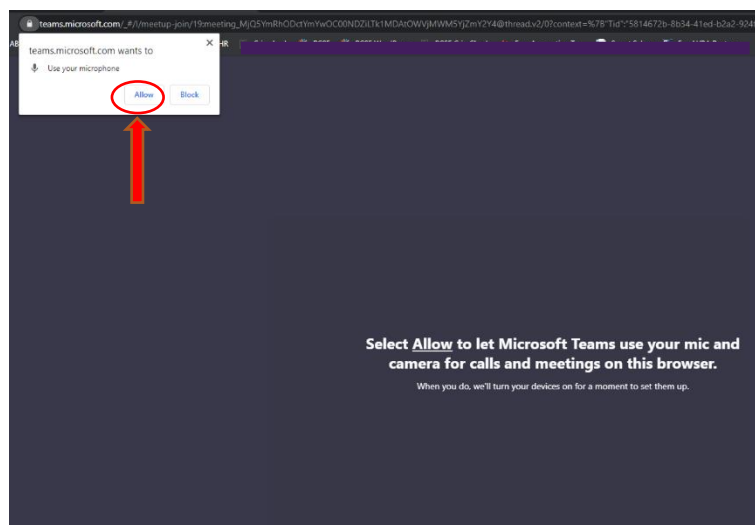
1. Open the email that you received from the PCSE Representative preferably in Google Chrome. At the bottom of the email you will find the link titled 'Join Microsoft Teams Meeting'.



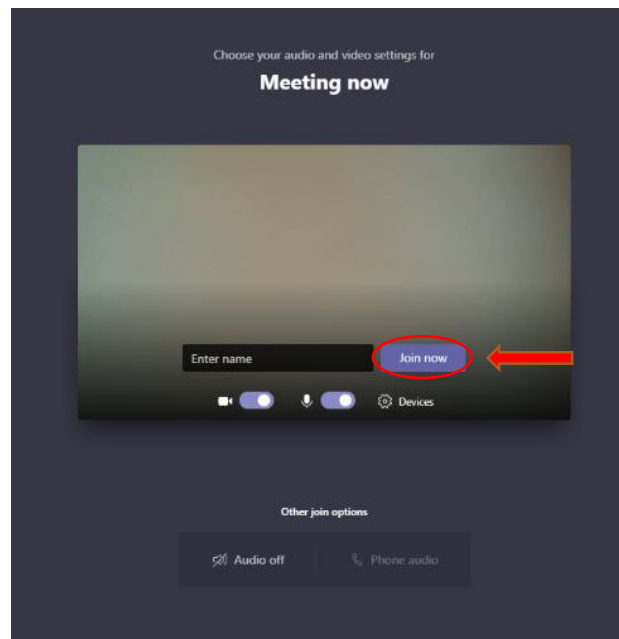
2. Click the link 'Join Microsoft Teams Meeting' - you will be redirected to a new page which will look like the following:



3. Click the 'Continue on this browser' option as highlighted above.
4. On the next window you might be prompted to allow access to your Computer or Phone's Camera and/or microphone. Click 'Allow'



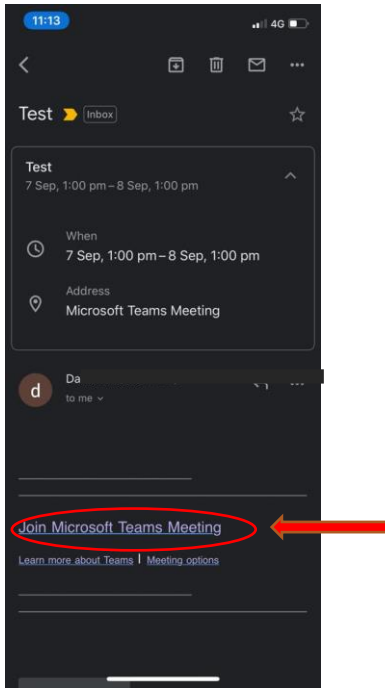
5. You will now need to put in your name and ensure that the Camera and Microphone are turned on (as shown below).



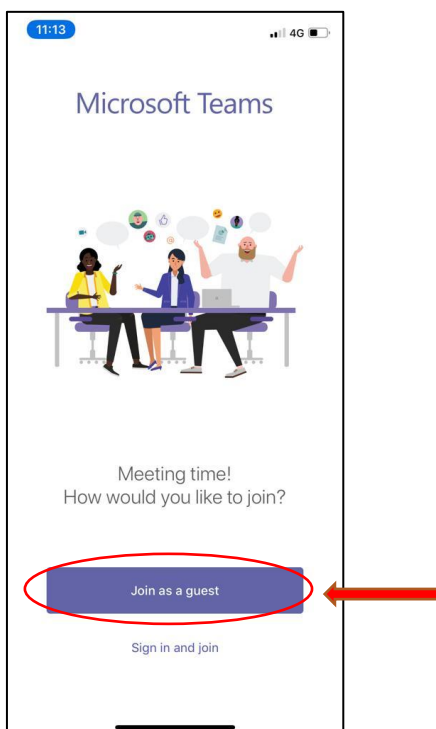
6. Click 'Join now' as highlighted above. The PCSE representative will be notified, and they will allow you to join the meeting.
7. Enjoy meeting the PCSE representative.

Instructions on joining a Microsoft Teams meeting with a Smartphone

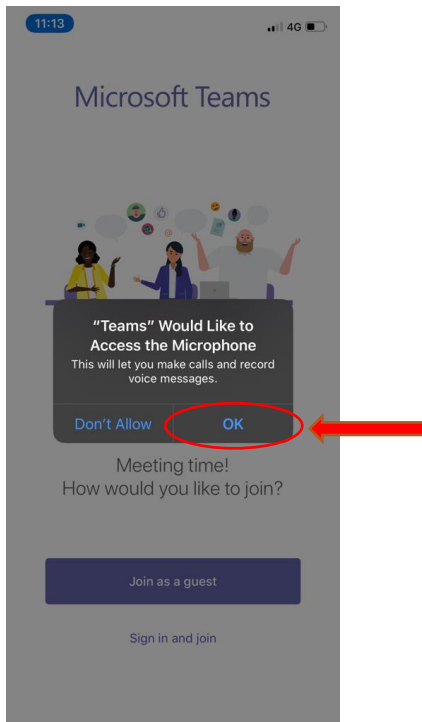
1. Download the 'Teams' app from Google Play Store (if using Samsung) or AppStore (if using iPhone).
2. At the time of the meeting open the email you received from the PCSE representative and click the 'Join Microsoft Teams Meeting' link.



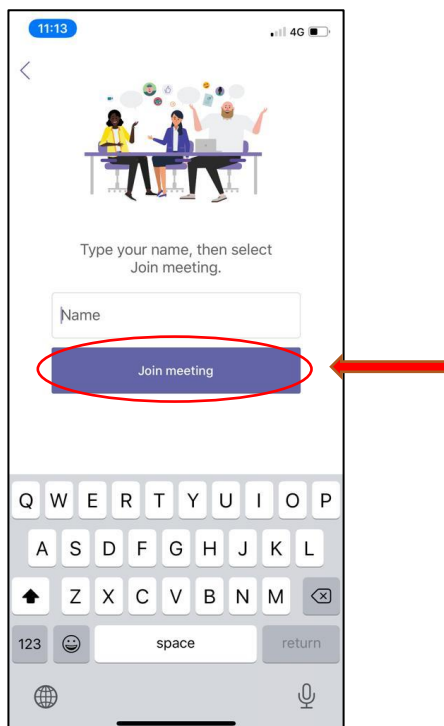
3. You will be taken to the App. Please click 'Join as a guest' on the Teams App.



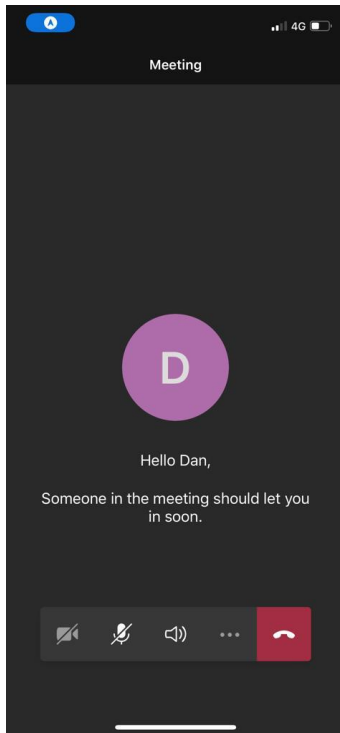
4. You might be prompted to give access to your microphone and/or your camera. Please select 'Allow', 'Ok', or 'Yes'.



5. You might be prompted to enter your name. Please do so and click 'Join Meeting'.



6. The PCSE representative will be notified of your attendance and they will allow you to join the meeting. Enjoy your meeting.



Further Help

If you need further help, please visit either of the links below:

<https://support.microsoft.com/en-us/office/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4>

https://www.youtube.com/watch?v=JXo5_FjRlyw